

# **HISTORIC LANDMARKS COMMISSION**

**JULY 10, 2014**



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN  
CITY COUNCIL CHAMBERS  
SUFFOLK MUNICIPAL BUILDING**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL  
THE DEPARTMENT OF PLANNING  
BY 12:00 NOON, WEDNESDAY, JULY 9, 2014  
514-4060**

**RANDY HICKS  
CHAIRMAN**

**PREPARED BY THE CITY OF SUFFOLK  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

*DIVISION OF PLANNING*

**AGENDA**  
Historic Landmarks Commission Meeting  
Thursday, July 10, 2014  
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes for the June 12, 2014
- IV. Election of Officers
- V. New Business
  - Enforcement Update
  - Administrative Approvals
- VI. Adjournment



MINUTES  
HISTORIC LANDMARKS COMMISSION

June 12, 2014

9:00 A.M.

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The regular meeting of the Historic Landmarks Commission was held on Thursday, June 12, 2014, 9:00 a.m., in the Council Chambers of the Municipal Building, 441 Market Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Walter Boyette  
John Faircloth  
Randy Hicks, Chairman  
Edward King  
Geraldine Outterbridge  
G. Stewart Tyler, Vice Chairman

STAFF:

Robert Goumas, Assistant Director of Planning  
Karla Williams, Deputy City Attorney  
Shanda Davenport, Principal Planner  
Thomas Jordan, Planner II  
Jillian Scott, Office Assistant II  
Shepelle Watkins-White, Substitute Legal Counsel

MEMBERS ABSENT:

Susan Coley  
Merritt Draper  
Amy Elliott

The meeting was called to order by Chairman Hicks. The roll was called by Mr. Goumas and the Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented. The Chairman noted the time limits for public hearings are ten (10) minutes for proponents, fifteen (15) minutes for opponents, and five (5) minutes for rebuttal.

## **PUBLIC HEARINGS**

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2014-10, submitted by Melissa J. Dresen, of MSA, P.C., agent for, First Baptist Church Mahan, applicant and property owner, for: 1) the demolition of an existing residential structure located at 403 N. Main Street; 2) the demolition of an existing residential structure, and an existing annex building to the main sanctuary building of the First Baptist Church Mahan, and a portion of an existing parking lot, all located at 409 N. Main Street; 3) the demolition of an existing residential structure located at 415 N. Main Street; 4) the construction of a new social hall building / addition to the First Baptist Church Mahan located at 106 and 108 Mahan Street; and 5) other associated site improvements, including the expansion of the existing adjacent parking lot and access drives, the construction of a dumpster enclosure, and the construction of a brick veneer and decorative aluminum fence. The affected property(s) are further identified as Zoning Map 34G11 Block (A) Parcel(s) 98, 99, 100, 126, 127, and 128, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

The first item of business was introduced by the Chairman, followed by a staff report by Shanda Davenport, Principal Planner. Ms. Davenport stated that the subject site is an assemblage of properties and structure which are both within and outside of the boundaries of the Suffolk Historic and Cultural Overlay District. Prior to the 2011 change in the district boundaries, the entirety of the properties was within the local district. Primarily, the structures and properties fronting North Main Street remain in the local district. The structures at 415, 409, and 403 North Main Street and the property at 106 and 108 Mahan Street are additionally located in the North Main Street Extension District and are in a National Historic Register District. The structures and properties along North Main Street help to establish the Historic Entry Corridor into the downtown core. A number of

Certificates of Appropriateness have been issued for the property which comprises the church complex.

The proposed project consists of several distinct parts; including the proposed demolition of three residential structures, located at 415 and 403 North Main Street and one non-contributing residential structure located at 409 North Main Street and the demolition of a wing of the existing First Baptist Church Mahan; the construction of a new addition to the existing First Baptist Church Mahan; and the construction of a parking lot, dumpster enclosure and fencing as an accessory to the newly expanded structure. All of the demolition elements are located within the historic conservation overlay district. The existing First Baptist Church Mahan is located outside of the Historic Conservation Overlay District. The proposed addition would, however, be located within the overlay district and subject to the Commission's oversight. Ms. Davenport stated that there are project elements, such as the reconfiguration of a portion of the parking lot and the renovation and remodeling of the church which are located outside of the overlay district and are therefore not within the purview of the Commission. Ms. Davenport stated that the 2026 Comprehensive Plan and the Unified Development Ordinance provides guidance and clarification and posed several questions that relate to the significance of the Historic District for each requested action from the application.

Demolition:

The demolition of structures within the Suffolk Historic Conservation Overlay District is regulated by Section 31-413(l), Demolition of Structures of Substantial Public Interest of the

UDO which speaks to structures designated as having substantial public interest. The specific guidance for determining whether or not to approve the demolition of a structure within the historic district is found in Chapter 8, Section C, Guidelines for the Consideration of Demolishing or Moving Buildings of the Suffolk Historic District Design Guidelines.

Request for Modification to Existing Structure:

The applicant requested the demolition of a wing of the existing First Baptist Mahan Church. The portion of the building proposed for demolition appears to be an incompatible addition of a fairly utilitarian design. Although, this portion of the existing church is contained within the Historic Conservation Overlay District, it does not appear to be of any significant historical importance. It is not unique nor is it constructed of unusual materials. The building is not located along the North Main Street Historic Entry corridor. The demolition would not adversely impact the character of the District or the Historic Entry corridor. Care would need to be taken to ensure that any development on the resultant site would enhance the historic character of the District.

Additions:

The applicant requested to construct a 10,550 square foot addition for a new social hall to the existing First Baptist Church Mahan. The addition will be located within the Historic Conservation Overlay District. This addition will also include a new entry lobby, new restrooms, new commercial kitchen, and a new stair/elevation tower. The addition is proposed on the east side of the existing sanctuary building. While the addition takes design cues from the main structure, the addition still reads as subordinate to the original structure.

The massing of the addition successfully maintains the rhythm and proportions of the original structure while still maintaining its own identity as an addition. The structure is proposed to be constructed of brick with precast accents which is compatible with structures throughout the district. Brick pilasters establish a rhythm and order to the proposed addition which helps to make the massing of this large structure appropriate within the District.

The addition of the new social hall wing creates an entry to the building complex, clearly tying the old and new structures together as a comprehensive whole. A courtyard is formed by the merger of the old and new structures and creates a covered feature which helps to tie the building to the streetscape.

#### Site Modifications - Fencing

Ms. Davenport stated that on the conceptual plans, fencing is proposed to be installed along the street frontage on North Main Street and Mahan Street. The Historic District guidelines specifically allow that, “(n)ew church buildings and other institutional buildings should be set back from the front property line if a low screen wall or fence is used to continue the line of the street edge”. Although the Guidelines in regards to fencing are intended to be applied to residential structures, the proposed fencing is consistent with the design criteria in terms of appearance and materials identified in Chapter 5 of the Historic District Design Guidelines.

#### Parking:

Both the Unified Development Ordinance and the 2026 Comprehensive Plan establish that parking should be located at the rear of structures in the Central Business District. The UDO further institutes that not more than one row of parking may be permitted on the sides of the

structure. The specific standards for the Central Business District also direct that service entrances and service yards shall be located only in the side or rear yard. The location of the dumpster enclosure directly adjacent to North Main Street is incompatible with this regulation. Finally, per Section 31-606(a)(9)F of the UDO, parking must be not be located within ten (10) feet of any public right-of-way. While compliance with the Unified Development Ordinance is not within the responsibilities of the Historic Landmarks Commission, it is important to note that several aspects of the proposed plan are not in compliance and will need to be modified prior to final site plan approval.

Ms. Davenport stated that given the complex and multi-faceted nature of the proposed project, staff proposed that separate actions may be appropriate for the project. Given that no supporting materials have been provided by the applicant which detail the inordinate hardship associated with demolition of the contributing properties, nor has the applicant provided information regarding the consideration or feasibility to relocate, and given the importance of the structures and their prominent location along North Main Street, a Historic Entry Corridor to the District, staff cannot recommend that demolition be granted for the two contributing properties located at 403 and 415 North Main Street. The Commission may desire to continue the public hearing or table the matter for consideration, asking the applicant to provide additional information which offers better justification as to the request for demolition of the two contributing structures.



The demolition of the non-contributing residence located at 409 North Main Street may be justified based on the fact that the residence is a non-contributing structure to the Historic District. Therefore, staff recommended approval of the demolition of 409 North Main Street. Staff found that the proposed addition to First Baptist Church Mahan is consistent and compatible with the general guidelines, commercial building design considerations, and considerations for new construction along the Historic Entry Corridors as established by the Suffolk Historic District Design Guidelines. Staff has no objections to the design of the social hall addition and finds that it is compatible with the district. However, due to its proximity to 403 North Main Street, the building addition may be reliant upon the approval of the demolition of 403 North Main Street. Therefore, staff cannot recommend that approval be granted until the disposition of the request for demolition of 403 North Main Street is resolved.

Staff found that as conceptually configured, the associated site elements proposed by this project, do not meet the standards as outlined by the Comprehensive Plan, the Unified Development Ordinance or the Suffolk Historic District Guidelines. As presented, the parking and circulation of the associated parking lot and the location of the dumpster enclosure do not meet the standards presented in the aforementioned regulations. Ms. Davenport stated that the applicant did provide an updated exhibit on June 5, 2014 which does identify an alternate location for the dumpster enclosure, but does not address the location of the parking. Since the site and building together form a unified whole and since

staff has not recommended demolition of buildings located on the proposed site expansion, staff cannot provide a concise recommendation for the remaining site elements of the project in its current configuration. Reconfiguration and redesign of the site elements is needed and may be dependent upon the decision as to whether to grant a Certificate of Appropriateness for the requested demolitions. As with the proposed demolitions, the Commission may wish to table or continue consideration for the remaining site elements of this project. In so doing, staff recommended that the Commission provide the applicant with guidance in connection with any revised elements of the proposed project. A revised schematic site plan which addresses the massing and location of the proposed site elements will need to be submitted. Ms. Davenport stated while an exhaustive site review is not conducted until an application for site plan approval is submitted, the Commission does need to ensure that any site layout is fundamentally consistent with City policies and regulations.

The public hearing was opened.

Speaking in favor of the application was Jimmy Clemmer, Barnes Design Group Architects. Mr. Clemmer stated his firm represents the design layout work for First Baptist Church. Mr. Clemmer stated that he appreciated staff's presentation, however could not agree to all the conditions as presented. Mr. Clemmer stated that the structure at 415 N. Main Street serves as rental property to the church and that is in fair condition and not a key component to the project but an extra piece to the project. Mr. Clemmer concern is being able to maintain the minimum parking requirements and the demo of the structure would increase the chances to

have appropriate parking for the church. Mr. Clemmer stated that the structure at 403 N. Main Street is in poor condition; the first floor of the kitchen area is collapsed, severe fire damage on the first and second floor, unstable basement, unstable brick and mortar, water damage to the first and second floor ceilings, deterioration of roof, among other things. Mr. Clemmer stated that the building cannot be relocated and will not get any better just sitting there. Mr. Clemmer stated they are prepared to move forward to meet requirements to the site and asked that 403 N. Main Street be demolished.

Also speaking in favor was Steven Blount, Pastor. Pastor Blunt stated that he was excited about the proposed project. He stated that it had been about 60 years since any work had been done to the church in this magnitude and look forward to starting soon. Pastor Blunt stated that parking has been an issue with members and guests having to park blocks away to attend church activities. Pastor Blunt asked that the Commission approve the request.

Also speaking in favor was Harvey Whitney, 1115 Truman Road. Mr. Whitney stated that he had pictures of the deterioration of the building at 403 N. Main Street and that it would be cost efficient to demolish the property in lieu of fixing the structure.

Also speaking in favor of the application was Thomas Moore, 419 N. Main Street. Mr. Moore stated that the structure at 415 N. Main Street is in fair condition and that he has no issues with the project and is in favor of the application as submitted.

Speaking in opposition of the application was Susan Woodward, 227 N. Main Street. Mrs. Woodward stated that she was not opposed to a church needing more parking. Mrs.

Woodward stated that the long history on the property at 403 N. Main Street is important and was opposed to losing history in downtown Suffolk.

Also, speaking in opposition was Darryl Cook, 115 Clay Street. Mr. Cook stated that he was an architectural historian and understood the challenges of parking but was opposed to the demolition. Mr. Cook stated that the collection of the structures is important to the district and losing the two structures would be a huge blow to the district. Mr. Cook stated that the social hall would be beneficial to the district and ask that alternative considerations be looked into before the structures are demolished.

There being no other speakers in favor or in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Tyler to table the application for up to 6 months to provide the applicant more time to address the items of concern. The motion was seconded by Commissioner Faircloth and approved by a recorded vote of 6-0.

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2014-19, submitted by First Baptist Church, applicant and property owner, for a change in materials for exterior renovations including the replacement of windows and associated trim of an existing structure located at 237 N. Main Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 64, 65 and 66, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

The next item of business was introduced by the Chairman, followed by a staff report by Thomas Jordan, Planner II. Mr. Jordan stated that the 1987 Suffolk National Register of Historic Places District describes the First Baptist Church building as a “handsome Georgian

Revival church”. The architectural analysis also provides a brief history of the church’s various buildings and additions which date to 1836. The applicant proposed to replace 120 double hung windows, which are a mixture of both wood and aluminum, with vinyl windows. The proposed replacement locations are primarily along the side and rear of the church complex. In addition to replacing the windows, the aluminum storm windows will be removed. The replacement windows will retain the existing double hung appearance and will be in character with the residential windows found along North Saratoga and with the replacement windows previously approved in 2009. Mr. Jordan stated that while First Baptist Church has been determined to be non-contributing, the main sanctuary and adjoining structure have retained a character consistent with that found within the Historic Urban Core. This is also reflected in the fact that complex has maintained an overall style and appearance consistent with that associated with historic religious structures found within the historic district. As it relates to the current application, the following items are items reflective of the church’s continuing efforts to maintain consistency with the City’s Historic Urban Core.

- The North Main Street façade of the First Baptist Church and other characteristics of the complex are not affected by the proposed window replacement, the church’s principal Historic Urban Core façade will remain undisturbed.
- The majority of windows being replaced are located at the sides or internal to the complex. The replacement windows are in keeping with those found in the immediate area and those previously approved in 2009.
- There will be not an increase in number and the majority if not all of the windows will maintain the existing size, thus retaining the building’s overall appearance. However, four (4) bathroom windows, located in a recessed mechanical area on the Freemason Street side of the building, may be reduced in size. The modification would be in

conjunction with a project to add ventilation fans to serve the bathrooms.

- The choice of a six-over-six divided window is consistent with the prevalent style of the existing building and the replacement windows installed as part of the phase 1.
- The choice of window color (white) is consistent with the historic color palette and is an attempt to retain the existing color scheme.
- The scope of the proposed project also includes the replacement of two (2) transom windows above the first and second floor exterior doors on the rear building façade facing Freemason Street.

Taken as a whole, the proposed replacement of the windows will ensure that the church complex remains functional and in use, and compatible with the character of the Historic Urban Core. Based on the information provided by the applicant, the proposed replacement of 120 windows at 237 North Main Street, First Baptist Church, is in keeping with and furthers the historic preservation efforts of the City of Suffolk as recognized in the Unified Development Ordinance and Suffolk Historic Design Guidelines. Therefore, based on the above findings-of-fact, staff recommended approval of HC-2014-019 with the two conditions:

1. The replacement windows shall be the double hung, six-over-six by Simonton (Reflections 5500 series), or approved equal, in white, utilizing white internal grids.
2. The two (2) replacement transom windows shall be consistent with the style, size of and color (white) of the existing windows.

The public hearing was opened.

Speaking in favor of the application was David Edgehill, Church representative. Mr. Edgehill stated that the project would increase efficiency in the church as well as to make it more attractive.

There being no other speakers in favor or in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Faircloth to approve staff's recommendation. The motion was seconded by Commissioner Outterbridge and approved by a recorded vote of 6-0.

**New Business:** Enforcement Update

Donald Bennett, (Planning & Community Development) gave an update on the enforcement actions taken by Community Development for the following properties:

127 Brewer Street – property maintenance violation, fined \$1200.000

111 Oakdale Terrace - property maintenance violation, continued until June 5, 2014

208 Grace Street - property maintenance violation, fined \$100.00

301-303 Bank Street – property maintenance in compliance, case dismissed

303-307 Bank Street – property maintenance in compliance, case dismissed

305 Bank Street – property maintenance in compliance, case dismissed

There being no further business, the meeting was adjourned at 10:39 a.m.

# HISTORIC LANDMARKS COMMISSION



June 12, 2014

Motion: Tyler

2<sup>nd</sup>: Faircloth

TO: Table the  
Request for 6  
months

Motion: Faircloth

2<sup>nd</sup>: Outterbridge

TO: Approve  
Staff's  
Recommendation

## ATTENDANCE

HC-2014-10

HC-2014-19

VOTE: 6-0

VOTE: 6-0

## COMMISSIONERS

PRESENT

ABSENT

YES

NO

YES

NO

Boyette, Walter

X

X

X

Coley, Susan M.

X

Draper, Merritt

X

Elliott, Amy

X

Faircloth, John

X

X

X

King, Edward L.

X

X

X

Outterbridge, Geraldine

X

X

X

Tyler, Stewart G.

X

X

X

**Vice-Chairman**

Hicks, Randy,

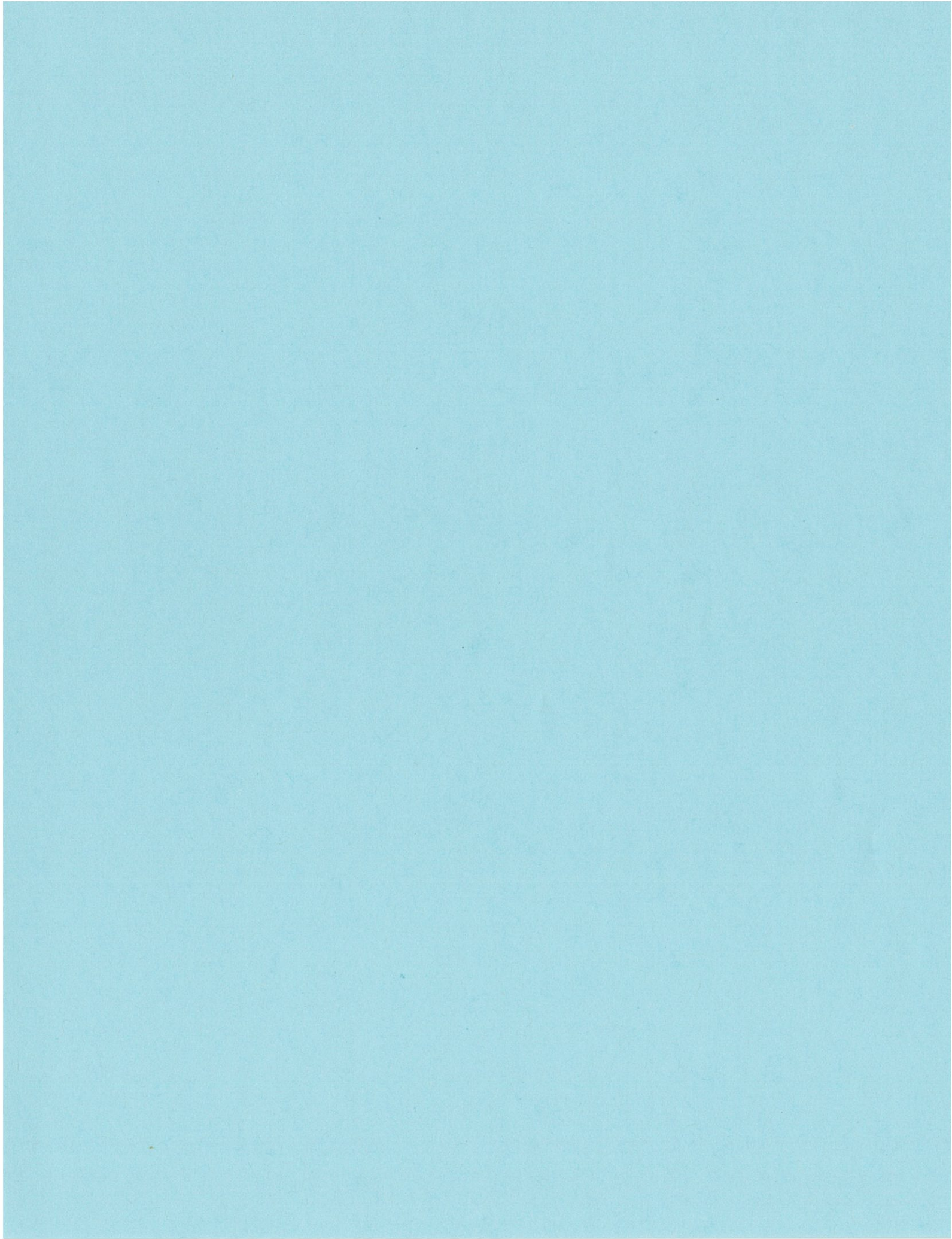
X

X

X

**Chairman**







DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

# CITY OF SUFFOLK

441 MARKET STREET, POST OFFICE BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 539-7693

July 10, 2014

Suffolk Historic Landmarks Commission  
City of Suffolk, Virginia

Subject: Election of Officers

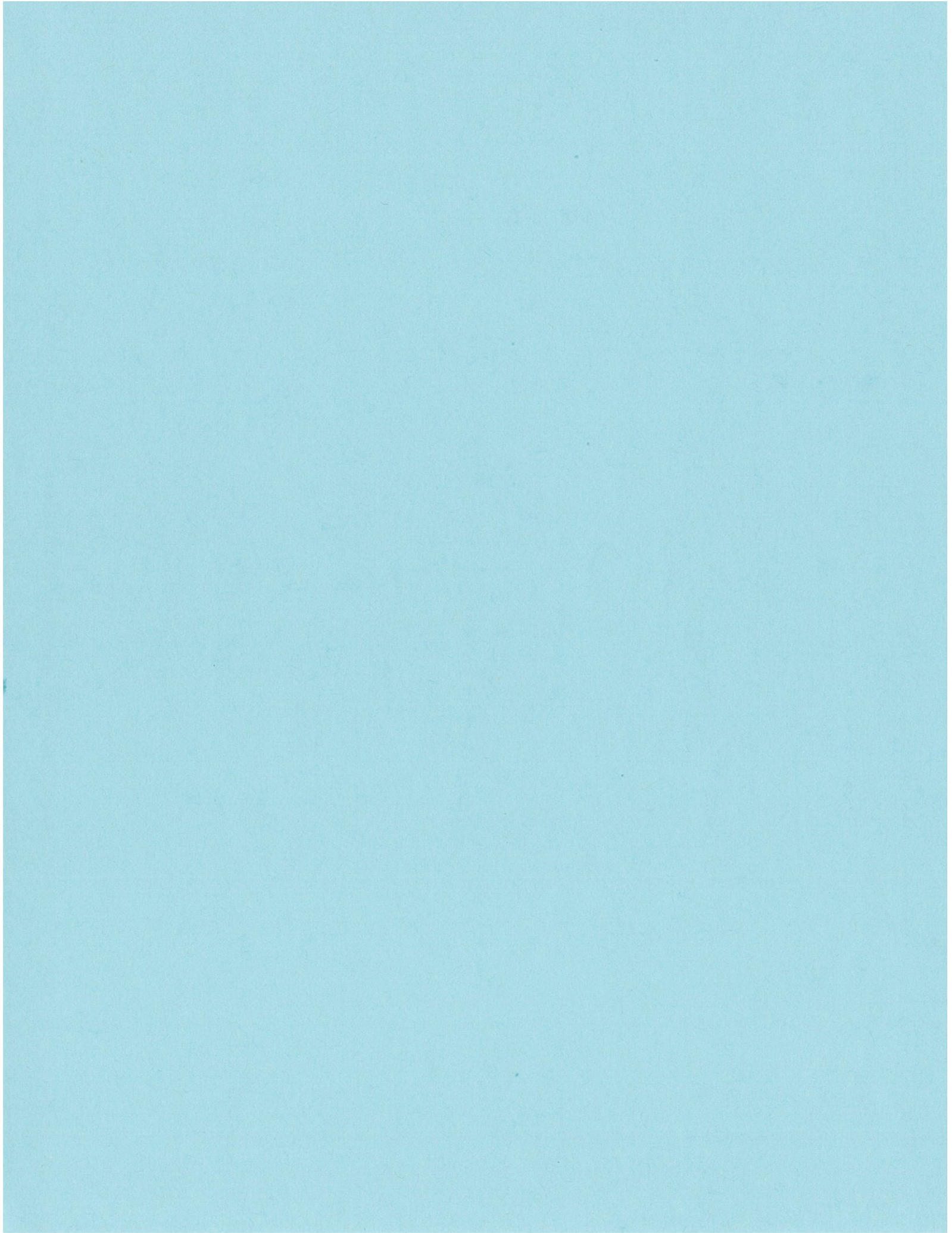
Dear Commissioners,

Please be advised that the annual election of officers will be held at the July 10, 2014 meeting of the Historic Landmark Commission. Specifically, the Commission shall elect the Chairman and Vice Chairman from among the appointed members.

Sincerely,

Robert P. Goumas, AICP  
Assistant Director of Planning







## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2014-25AD

### **THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 113 Pender Street.

Property Owner: David Morris / Kathy Keely

Property Owner's Address: 860 Roundtree Crescent, Suffolk, VA. 23434

Property Zoning Map Identification: 34G17(A)\*5

Property Zoning: RM, Residential Medium Density District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Painting the exterior stucco Birdseye Maple (SW2834) paint color on the exterior sliding and Downing Slate (SW2819) paint color on the trim and windows or an identical color matched from another paint supplier.
2. Paint application shall follow painting guidelines as outlined in the design guidelines and the manufacture's specifications for preparation and application.
3. Any additional exterior improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: *Patricia Southard*  
(Zoning Administrator)

Date: 6/23/14

Signed: *[Signature]*  
(HLC Secretary)

Date: 6/20/14



HISTORIC CONSERVATION OVERLAY DISTRICT  
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2014-24AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION  
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 120 S. Broad Street

Property Owner: Cary House and Michelle House

Property Owner's Address: 1029 Pennsylvania Ave., Suffolk, VA. 23434

Property Zoning Map Identification: 34G16(6)A\*13

Property Zoning: RM, Residential Medium Density District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Remove the existing metal standing seam roof and install a new slate/charcoal gray standing seam metal roof.
2. Paint the front door Raleigh Tavern Chinese Red from the Pratt and Lambert Williamsburg Color Collection (or equivalent) from the approved pallet.
3. Repaint the front porch and posts utilizing the existing color (white).
4. Install a 72" high aluminum open picket fence with a black powder coat finish in the side and rear yards.
5. Restoration/refurbishment of the porch columns and windows shall not include the replacement of these historic elements.
6. Any additional exterior improvements shall require a Certificate of Appropriateness.
7. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

*Patricia Southard*  
(Zoning Administrator)

Date:

*6/23/14*

Signed:

*[Signature]*  
(HLC Secretary)

Date:

*6/20/14*